

JOB OPPORTUNITY

Job Opportunity Bulletin: #06-022

Final Filing Date: Until Filled

Position:	Salary:	Location:
Office Technician (T)	\$2,510 - \$3,050	Facilities Development Division 1600 9 th Street, Room 420 Sacramento, CA 95814

General Statement:

Under the general direction of the Staff Services Manager III (SSM III) and with lead direction from the Supervisor, Health Facilities Review (HFR) and other Section Managers, the incumbent provides administrative support for the Program Support Unit (PSU) function and coordinates the activities of the Division library.

Duties:

- Provide support to the Program, Policy and Operations Support (PPOSS) Staff Services Manager III, Program Support Unit's Supervisor HFR and PSU staff.
- Type letters, memos and reports on a personal computer; edit correspondence for grammar, spelling and clarity; maintain confidential and administrative files; schedule meetings; secure travel arrangements, maintain expense claim and records and process travel expense claims into CALaters.
- Maintain a tracking system to ensure appropriate briefing documents, correspondence, related materials, and work assignments are acted upon in a timely manner.
- Procure and assist in maintenance of California Building Standards Code books, updates and related publications for Division staff. Maintain log and tracking system for code books distributed to Division staff. Procure, maintain, file, monitor, and coordinate Division Library and materials. Order, renew and maintain Division professional memberships and subscription services.
- Update Anchorage/Preapproval Database.
- Perform other related duties, including but not limited to the following: served as a back-up Office Receptionist. Type, proofread and edit documents pertaining to the plan review and construction of healthcare facilities.
- Serve as a backup to the Executive assistant.

Desirable Qualifications:

- Good working knowledge of personal computers and software, including Microsoft Office Suite.
- Must be dependable, punctual, and possess good attendance habits.
- Excellent spelling, grammar, filing, and organization skills.
- Ability to communicate tactfully and effectively and work cooperatively with others.
- Sound judgment and discretion in communicating with management staff, support staff, and the public.

Who May Apply:

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the class. Appointment is subject to SROA/surplus policies. Only the most qualified individuals will be selected for an interview.

Interested individuals should submit a resume and a standard State application, Form #678 to:

OSHPD - Facilities Development Division
Attention: Kerri Blunt (**Job #06-022**)
1600 Ninth Street, Room 420
Sacramento, CA 95814

OSHPD

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

1600 Ninth Street, Suite 450
Sacramento, CA 95814

— An Equal Opportunity Employer

For more information contact Patricia Friel at (916) 654-8458.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

